



Project Consultant – HIV Prevention Expansion Initiative

ENGAGEMENT TYPE:	Consulting Services
PROJECT SPONSOR:	Senior Director, Programs
PROJECT TERM:	Fixed-term consulting engagement, approximately 9 months
LOCATION:	1300 Yonge Street, Toronto, ON
CONTRACTING FEES:	To be negotiated
WORK ARRANGEMENT:	Primarily remote, with meetings as required (expected 1-2 days / week)

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Ontario HIV Treatment Network is supporting the expansion of prevention programs as part of broader efforts to increase access to HIV prevention medications across Ontario. The expansion is expected to significantly increase volume, strengthen clinical consultation and navigation supports, and establish enhanced reporting, evaluation, fraud management, and implementation oversight requirements.

OHTN requires temporary, specialized project management consulting support to assist with the planning, coordination, documentation, and implementation-readiness work required for this expansion. The Project Consultant will support OHTN in developing and coordinating the planning, implementation, operational readiness, and reporting infrastructure required for the program expansion.

SCOPE OF WORK

The consultant will provide services to support the following project objectives:

1. Develop a practical implementation plan for the expansion Initiative.
2. Support documentation of program scope, workflows, roles, risks, and deliverables.
3. Assist with planning for expanded access pathways.
4. Support coordination of internal and external project inputs.
5. Identify operational, staffing, finance, IT, reporting, and risk-management requirements.
6. Prepare project tools, including workplans, trackers, risk logs, decision logs, and briefing materials.
7. Support readiness for funder updates, senior briefings, and quarterly reporting.
8. Ensure the implementation planning process reflects access, equity, confidentiality, and funder expectations.

Project Planning and Implementation-Readiness Support

- Develop a project charter or implementation framework.
- Prepare a detailed implementation workplan with milestones, timelines, dependencies, and deliverables.
- Maintain project planning tools, including an action tracker, risk/issue log, decision log, and status update template.
- Identify key workstreams, project dependencies, and areas requiring decision or escalation.
- Support planning for phased implementation, including short-term 2026/27 requirements and longer-term program stabilization.
- Prepare project meeting agendas, notes, summaries, and follow-up items as required.

Program Design and Workflow Documentation:

- Develop a practical implementation plan for the program expansion.
- Support documentation of program scope, workflows, roles, risks, and deliverables.
- Assist with planning for expanded access pathways.
- Support coordination of internal and external project inputs.
- Identify operational, staffing, finance, IT, reporting, and risk-management requirements.
- Prepare project tools, including workplans, trackers, risk logs, decision logs, and briefing materials.
- Support readiness for Ministry updates, senior briefings, and quarterly reporting.
- Ensure the implementation planning process reflects access, equity, confidentiality, and funder expectations.

Stakeholder and Workstream Coordination Support

- The consultant will provide services to support the following project objectives:
- Develop a practical implementation plan for the program expansion.
- Support documentation of program scope, workflows, roles, risks, and deliverables.
- Assist with planning for expanded access pathways.
- Support coordination of internal and external project inputs.
- Identify operational, staffing, finance, IT, reporting, and risk-management requirements.
- Prepare project tools, including workplans, trackers, risk logs, decision logs, and briefing materials.
- Support readiness for Ministry updates, senior briefings, and quarterly reporting.
- Ensure the implementation planning process reflects access, equity, confidentiality, and funder expectations.
- The consultant will not supervise OHTN employees or direct the day-to-day work of OHTN staff.

Reporting, Evaluation, and Performance Measurement Support

- Draft a proposed KPI and reporting framework.
- Support development of quarterly reporting templates.
- Track implementation progress against project milestones.

- Support data collection requirements related to client uptake, region, demographics, dispensations, length of time in program, transition to ongoing drug coverage, clinician engagement, and provider type/location.
- Prepare status updates and briefing materials for OHTN leadership and Ministry discussions.
- Coordinate reporting inputs from relevant OHTN teams.

Risk Management and Fraud-Control Planning Support

- Develop and maintain a risk register.
- Identify operational, financial, privacy, clinical, procurement, reputational, equity, and implementation risks.
- Support development of a risk management plan.
- Support documentation of fraud-management considerations in collaboration with OHTN Finance, IT, and program leadership.
- Identify controls required for pharmacy reimbursement, site registration, inventory/distribution, reporting, and vendor management.
- Escalate unresolved risks or decision points to the designated OHTN project sponsor.

Procurement, Vendor, and Distribution Model Support

- Assist with documenting requirements for a potential third-party distributor or pharmacy-related service model.
- Support development of procurement planning materials, if required.
- Assist with RFP planning, vendor requirements, and evaluation documentation.
- Support contract implementation planning.
- Develop draft service-level expectations, reporting requirements, and vendor accountability tools.
- Support coordination with Finance and Operations regarding reimbursement, invoicing, payment, and reporting processes.

Expected Deliverables

- Project charter or implementation framework.
- Detailed implementation workplan.
- Milestone and dependency tracker.
- Action tracker.
- Risk and issue log.
- Decision log.
- Draft RACI or roles-and-responsibilities matrix.
- Draft program workflow documentation.
- Stakeholder engagement and communication plan.
- Draft staffing/resource requirements summary.
- Draft program parameters and operational requirements summary.
- Draft KPI and reporting framework.
- Draft risk management plan.

- Draft fraud-control considerations summary.
- Draft procurement/distribution requirements summary, if required.
- Ministry status update materials.
- Senior leadership briefing materials.
- Final implementation-readiness summary.

CONSULTANT REQUIREMENTS

The consultant should have demonstrated experience providing project-based consulting services in one or more of the following areas:

- PMP certification
- Health, public health, community health, or system-level implementation projects.
- Government-funded or funder-facing program implementation.
- Project planning, workplan development, milestone tracking, and risk management.
- Stakeholder engagement and facilitation.
- Reporting, evaluation, KPIs, or performance measurement.
- Procurement, vendor management, pharmacy/distribution models, or reimbursement workflows.
- HIV, prevention, sexual health, harm reduction, community-based health services, or equity-oriented health programming.

The consultant should also have strong written communication skills and experience preparing briefing notes, reports, project documentation, meeting summaries, implementation plans, and stakeholder materials.

CONFLICT OF INTEREST

The consultant must disclose any actual, potential, or perceived conflict of interest before beginning the engagement and throughout the term of the contract.

The consultant must not undertake work that would conflict with their obligations to OHTN or compromise the confidentiality, integrity, or independence of the project.

PROPOSAL SUBMISSION

Consultants interested in providing these services are invited to submit a brief proposal by email to: consulting@ohrn.on.ca

Please use the following subject line:

Project Consultant, HIV Prevention Program Expansion

Submissions should include the following as a single **PDF** document:

- The CV/resume + cover letter

PROPOSAL REVIEW: will begin on **June 19, 2026** and will continue until a contract is finalized.

OHTN thanks all consultants for their interest; however, only those selected for further discussion will be contacted. No phone calls, please.

OHTN welcomes proposals from consultants who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS in all that we do.

OHTN welcomes proposals from consultants with lived experience, community experience, and/or professional experience working with communities affected by HIV. We also welcome proposals from consultants from diverse backgrounds, including but not limited to race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, disability, health status, and other lived experiences.